

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: May 18, 19, 2005

Division: Monroe County

Bulk Item: Yes XX No     

Department: Fixed Asset Surplus

Staff Contact Person: Divina D. Speer

**AGENDA ITEM WORDING:** Approval to advertise surplus equipment for bid and approval to remove surplus equipment from inventory via disposal.

**ITEM BACKGROUND:** See attached schedule

**PREVIOUS RELEVANT BOCC ACTION:** N/A

**CONTRACT/AGREEMENT CHANGES:** N/A

**STAFF RECOMMENDATIONS:**

**TOTAL COST:** N/A

**BUDGETED:** Yes      No     

**COST TO COUNTY:** N/A

**SOURCE OF FUNDS:** N/A

**REVENUE PRODUCING:** Yes      No      **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty      OMB/Purchasing      Risk Management     

**DIVISION DIRECTOR APPROVAL:**

  
(KEVIN MADOK, Assistant Finance Director)

**DOCUMENTATION:** Included Yes Not Required     

**DISPOSITION:**     

**AGENDA ITEM #**     

Revised 2/05

**Board of County Commisioner**  
**April 20, 21, 2005**

| SCHEDULE OF SURPLUS ITEMS |                         | ITEM BACKGROUND                | AMOUNT         |                         | BOCC ACTION                       |
|---------------------------|-------------------------|--------------------------------|----------------|-------------------------|-----------------------------------|
| County ID #               | Description             |                                | Original Value | Estimated Present Value | need approval to-                 |
| 1 0901-155 (1174)         | D720764                 | AntiFreeze Recycler            | \$2,400.00     | \$0.00                  | advertise for bid                 |
| 2 0901-156 (1156)         | D712329                 | AntiFreeze Recycler            | \$2,400.00     | \$0.00                  | advertise for bid                 |
| 3 0901-157 (1219)         | D961987                 | AntiFreeze Recycler            | \$2,400.00     | \$0.00                  | advertise for bid                 |
| 4 0905-004                | na                      | Tire Machine                   | \$0.00         | \$0.00                  | advertise for bid                 |
| 5 0901-168 (1218)         | 04385                   | Robinaire Refrigerant Recycler | \$2,633.33     | \$0.00                  | advertise for bid                 |
| 6 0901-276 (1221)         | 190-50-1                | Hunter Alignment Machine       | \$4,850.00     | \$1,000.00              | advertise for bid                 |
| 7 0901-228                | Computer                | old-obsolete-no longer in use  | \$2,273.00     | \$0.00                  | advertise for bid                 |
| 8 0901-256                | Computer                | old-obsolete-no longer in use  | \$1,931.00     | \$0.00                  | advertise for bid                 |
| 9 0901-257                | Computer                | old-obsolete-no longer in use  | \$2,024.00     | \$0.00                  | advertise for bid                 |
| 10 0901-275 (1198)        | Computer                | old-obsolete-no longer in use  | \$1,884.00     | \$0.00                  | advertise for bid                 |
| 11 0901-221               | Computer                | old-obsolete-no longer in use  | \$2,137.00     | \$0.00                  | advertise for bid                 |
| 12 0901-229               | Computer                | old-obsolete-no longer in use  | \$2,373.00     | \$0.00                  | advertise for bid                 |
| 13 0901-287               | Computer                | old-obsolete-no longer in use  | \$1,126.00     | \$0.00                  | advertise for bid                 |
| 14 1002-433T              | Computer                | old-obsolete-no longer in use  | \$750.00       | \$0.00                  | advertise for bid                 |
| 15 0101-210               | Computer                | beyond economical repair       | \$1,886.95     | \$0.00                  | remove from inventory and dispose |
| 16 0601-539               | Computer                | beyond economical repair       | \$1,334.00     | \$0.00                  | remove from inventory and dispose |
| 17 1005-105               | Computer                | beyond economical repair       | \$1,888.00     | \$0.00                  | remove from inventory and dispose |
| 18 0202-349               | Printer                 | beyond economical repair       | \$5,615.50     | \$0.00                  | remove from inventory and dispose |
| 19 0202-350               | Printer                 | beyond economical repair       | \$5,615.50     | \$0.00                  | remove from inventory and dispose |
| 20 0202-387               | Computer                | beyond economical repair       | \$2,247.94     | \$0.00                  | remove from inventory and dispose |
| 21 0202-442-001           | Computer                | beyond economical repair       | \$1,335.00     | \$0.00                  | remove from inventory and dispose |
| 22 0202-442               | Computer Monitor        | beyond economical repair       | \$231.00       | \$0.00                  | remove from inventory and dispose |
| 23 0202-391               | Computer                | beyond economical repair       | \$1,921.94     | \$0.00                  | remove from inventory and dispose |
| 24 0202-394               | Computer                | beyond economical repair       | \$2,497.94     | \$0.00                  | remove from inventory and dispose |
| 25 0202-396               | Computer                | beyond economical repair       | \$1,921.94     | \$0.00                  | remove from inventory and dispose |
| 26 0201-262               | Computer                | used for parts                 | \$1,758.00     | \$0.00                  | remove from inventory and dispose |
| 27 0601-511               | Computer                | beyond economical repair       | \$1,662.00     | \$0.00                  | remove from inventory and dispose |
| 28 0601-446               | Computer                | beyond economical repair       | \$2,814.00     | \$0.00                  | remove from inventory and dispose |
| 29 0601-469               | Computer                | beyond economical repair       | \$933.00       | \$0.00                  | remove from inventory and dispose |
| 30 0601-468               | Computer                | beyond economical repair       | \$933.00       | \$0.00                  | remove from inventory and dispose |
| 31 0601-509               | Computer                | beyond economical repair       | \$1,649.00     | \$0.00                  | remove from inventory and dispose |
| 32 0601-497               | Computer                | beyond economical repair       | \$1,021.33     | \$0.00                  | remove from inventory and dispose |
| 33 0603-209               | Computer                | beyond economical repair       | \$2,009.85     | \$0.00                  | remove from inventory and dispose |
| 34 0601-433               | Computer                | beyond economical repair       | \$1,590.79     | \$0.00                  | remove from inventory and dispose |
| 35 0901-214               | Radio                   | beyond economical repair       | \$1,216.44     | \$0.00                  | remove from inventory and dispose |
| 36 0901-215               | Radio                   | beyond economical repair       | \$1,216.44     | \$0.00                  | remove from inventory and dispose |
| 37 0902-454               | Diesel Tank             | beyond economical repair       | \$1,834.25     | \$0.00                  | remove from inventory and dispose |
| 38 0902-445               | Pressure Washer         | beyond economical repair       | \$750.00       | \$0.00                  | remove from inventory and dispose |
| 39 3300-097               | Letterizer              | beyond economical repair       | \$750.00       | \$0.00                  | remove from inventory and dispose |
| 40 0940-357               | Tire Filler Syster      | beyond economical repair       | \$5,601.19     | \$0.00                  | remove from inventory and dispose |
| 41 0902-563               | Waste Pulping Pulper    | beyond economical repair       | \$27,735.00    | \$0.00                  | remove from inventory and dispose |
| 42 0902-572               | Waste Pulping Pulper    | beyond economical repair       | \$27,735.00    | \$0.00                  | remove from inventory and dispose |
| 43 0903-997               | Computer                | beyond economical repair       | \$1,126.00     | \$0.00                  | remove from inventory and dispose |
| 44 0920-472               | Computer                | beyond economical repair       | \$1,802.00     | \$0.00                  | remove from inventory and dispose |
| 45 0940-228               | Sandblaster             | beyond economical repair       | \$1,000.00     | \$0.00                  | remove from inventory and dispose |
| 46 0940-337               | Paint Stripping Machine | used for parts                 | \$17,500.00    | \$0.00                  | remove from inventory and dispose |
| 47 1005-088               | Printer                 | beyond economical repair       | \$866.37       | \$0.00                  | remove from inventory and dispose |
| 48 1005-104               | Computer                | beyond economical repair       | \$1,888.00     | \$0.00                  | remove from inventory and dispose |
| 49 1005-147               | Computer                | beyond economical repair       | \$1,310.00     | \$0.00                  | remove from inventory and dispose |
| 50 1102-184               | Laptop Computer         | beyond economical repair       | \$2,296.00     | \$0.00                  | remove from inventory and dispose |
| 51 1104-001               | Lanier Preformatter     | beyond economical repair       | \$2,054.50     | \$0.00                  | remove from inventory and dispose |
| 52 1505-137               | Computer                | beyond economical repair       | \$3,309.00     | \$0.00                  | remove from inventory and dispose |
| 53 1505-171               | Laptop Computer         | beyond economical repair       | \$2,374.00     | \$0.00                  | remove from inventory and dispose |

# MONROE COUNTY INVENTORY DELETION REQUEST

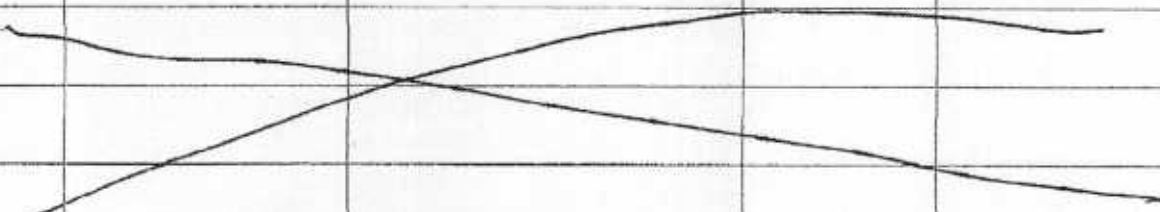
TO: DIVINA D. SPEER STOP #8

FROM: Roy Sanchez, Director

PROPERTY CLERK, FINANCE DEPT.

Fleet Management Department

DATE: April 26, 2005

| M.C.<br>I.D.<br>NUMBER  | SERIAL<br>NUMBER | ASSET<br>DESCRIPTION             | DATE<br>PURCHASED | ORIGINAL & EST.<br>PRESENT VALUE |
|---|------------------|----------------------------------|-------------------|----------------------------------|
| 0901/155  | D720764          | ANTIFREEZE RECYCLER              | 4/6/94            | 2,400.00 / SALV.                 |
| 0901/156  | D712329          | ANTIFREEZE RECYCLER              | 4/6/94            | 2,400.00 / SALV.                 |
| 0901/157  | D961987          | ANTIFREEZE RECYCLER              | 4/6/94            | 2,400.00 / SALV.                 |
| 0905/004  | N/A              | TIRE MACHINE                     | N/A               | N/A / SALV.                      |
| 0901/168  | 04385            | ROBINAIR REFRIGERANT<br>RECYCLER | 11/30/94          | 2,633.33 / SALV.                 |
| 0901/276  | 190-50-1         | HUNTER ALIGNMENT<br>MACHINE      | 01/13/99          | 4,850.00 / 1,000.00              |
|  |                  |                                  |                   |                                  |
|   |                  |                                  |                   |                                  |
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CHECK ONE (1) APPROPRIATE LINE BELOW:

XXX

APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST:

ABOVE ITEMS ARE NO LONGER IN USE, HAVE BEEN REPLACED AND ARE BEYOND ECONOMICAL REPAIR.

1<sup>st</sup> item in Key West garage, 2<sup>nd</sup> item in Marathon garage, last 4 items in Plantation Key garage.

PREPARED BY: 

PRINT NAME: Ron Cherry

DATE: 04/26/05

DIVISION DIRECTOR APPROVAL: 

PRINT NAME: Dent Pierce

5/2/05

RECEIVED APR 29 2005

# MONROE COUNTY

## "COMPUTER RELATED EQUIPMENT"

### INVENTORY DELETION REQUEST

TO: Divina Speer

FROM: Ron Cherry

PROPERTY CLERK, FINANCE DEPT.

Sr. Coordinator, Fleet Mgt. Dept.

DATE: April 20, 2005

| M.C.<br>I.D. NUMBER | SERIAL<br>NUMBER | ASSET<br>DESCRIPTION | DATE<br>PURCHASED | ORIGINAL & EST.<br>PRESENT VALUE |
|---------------------|------------------|----------------------|-------------------|----------------------------------|
| 0901/228            | 91DZZ            | Dell Computer        | June 1997         | 2,273.00 / Salv.                 |
| 0901/256            | DCOJS            | Dell Computer        | Feb 1998          | 1,931.00 / Salv.                 |
| 0901/257            | DC0FN            | Dell Computer        | Feb 1998          | 2,024.00 / Salv.                 |
| 0901/275            | H8GBS            | Dell Computer        | Jan 1999          | 1,884.00 / Salv.                 |
| 0901/221            | 8MC5G            | Dell Computer        | April 1997        | 2,137.00 / Salv.                 |
| 0901/229            | 91FOO            | Dell Computer        | June 1997         | 2,373.00 / Salv.                 |
| 0901/287            | 2TRJ01           | Dell Computer        | May 2001          | 1,126.00 / Salv.                 |
| 1002/433T           | 43D62            | Dell Computer        | Sept 1999         | 750.00 / Salv.                   |

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXX

APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST:

ABOVE ITEMS ARE NO LONGER IN USE AND HAVE BEEN REPLACED.

1<sup>st</sup> 4 items in Key West garage, last 4 in Marathon garage.

PREPARED BY: [Signature] DATE: 4/20/05

DIVISION DIRECTOR APPROVAL: [Signature]  
PRINT NAME: Dent Pierce

TECHNICAL SERVICES APPROVAL: [Signature]  
PRINT NAME: Jim Van Tassel

4/29/05

RECEIVED APR 26 2006

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
**Property Clerk, Finance Dept.**

**FROM:** Gary Manfre  
**Technical Services**

**DATE:** \_\_\_\_\_

| M.C.<br>I.D. Number | Serial<br>Number | Asset<br>Description | Date<br>Purchased | Original & Est.<br>Present Value |
|---------------------|------------------|----------------------|-------------------|----------------------------------|
| 0101-210            | 414734202        | Computer             | 10/21/02          | \$1,886.95/\$0                   |
| 0601-539            | DDZ7L01          | Computer             | 06/13/01          | \$1,334.00/\$0                   |
| 1005-105            | EY9GR            | Computer             | 06/16/9/8         | \$1,888.00/\$0                   |
|                     |                  |                      |                   |                                  |
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CHECK ONE (1) APPROPRIATE LINE BELOW:

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 XXXXX APPROVAL TO ADVERTISE FOR BIDS.  
 \_\_\_\_\_ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
 \_\_\_\_\_ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Beyond economical repair - too costly to upgrade

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

*Sheila A Barker*

SHEILA BARKER

4-25-05

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

*J Van Tassel*

JIM VAN TASSEL

4/19/05

RECEIVED APR 12 2005

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

| M.C.<br>I.D. Number | Serial<br>Number | Asset<br>Description | Date<br>Purchased | Original & Est.<br>Present Value |
|---------------------|------------------|----------------------|-------------------|----------------------------------|
| 0202-349            | JPDH002209       | Printer              | 02/07/96          | \$5,615.50/\$0                   |
| 0202-350            | JPDF032610       | Printer              | 02/07/96          | \$5,615.50/\$0                   |
| 0202-387            | 30449971         | Computer             | 03/12/96          | \$2,497.94/\$0                   |
| 0202-442            | GD63M            | Computer Monitor     | 09/03/98          | \$231.00/\$0                     |
| 0202-442-001        | GD63M            | Computer             | 11/10/98          | \$1,335.00/\$0                   |
|                     |                  |                      |                   |                                  |
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**CHECK ONE (1) APPROPRIATE LINE BELOW:**

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**XXXXX** APPROVAL TO ADVERTISE FOR BIDS.  
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

**REASON FOR REQUEST:**

Broken – Beyond economical repair

**DIVISION DIRECTOR APPROVAL:**

PRINT NAME: DANNY KOLHAGE

**TECHNICAL SERVICES APPROVAL:**

PRINT NAME: JIM VAN TASSEL

4/12/05

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

| M.C.<br>I.D. Number | Serial<br>Number | Asset<br>Description | Date<br>Purchased | Original & Est.<br>Present Value |
|---------------------|------------------|----------------------|-------------------|----------------------------------|
| 0202-391            | 30594194         | Computer             | 3/12/96           | \$1,921.94/\$0                   |
| 0202-394            | 30475408         | Computer             | 3/12/96           | \$2,497.94/\$0                   |
| 0202-396            | 30453361         | Computer             | 3/12/96           | \$1,921.94/\$0                   |
| 0201-262*           | US13507297       | Computer             | 9/21/01           | \$1,758.00/\$0                   |
|                     |                  |                      |                   |                                  |
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CHECK ONE (1) APPROPRIATE LINE BELOW

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XXXXX      **APPROVAL TO ADVERTISE FOR BIDS.**  
\_\_\_\_\_  
             **APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.**  
\_\_\_\_\_  
             **APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO:** \_\_\_\_\_

**REASON FOR REQUEST:**

Old- obsolete – no longer in use – too costly to upgrade

\*bad hard drive-used for parts

DIVISION DIRECTOR APPROVAL:

PRINT NAME: DANNY KOLHAGE

TECHNICAL SERVICES APPROVAL:

PRINT NAME: JIM VAN TASSEL

4/11/05



RECEIVED APR 07 2005

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM:** HOLLY ELOMINA, Manager  
Administrative Services

**DATE:** \_\_\_\_\_

| M.C.<br>I.D. Number | Serial<br>Number | Asset<br>Description | Date<br>Purchased | Original & Est.<br>Present Value |
|---------------------|------------------|----------------------|-------------------|----------------------------------|
| 0601-489            | 6904CD64B285     | Compaq computer P450 | Retired           | 7/15/03                          |
| 0601-511            | 9VNTT            | Dell computer P500   | 12/29/99          | \$1662.00/0                      |
| 0601-446            | 6819B043P465     | Compaq Computer P400 | 6/18/98           | \$2814.00/0                      |
| 0601-469            | 6933C4360209     | Compaq Computer C400 | 9/15/99           | \$933.00/0                       |
| 0601-468            | 6933C4360048     | Compaq Computer C400 | 9/15/99           | \$933.00/0                       |
| 0601-509            | DOMIC            | Dell computer P500   | 1/14/00           | \$1649.00/0                      |
| 0601-497            | 6839CCP2J233     | Compaq computer C333 | 7/28/99           | \$1021.33/0                      |
| 0603-209            | 6840CCX4K459     | Compaq computer P400 | 4/13/99           | \$2009.85/0                      |
| 0601-433            | 6733BK52P865     | Compaq Computer P166 | 9/30/97           | \$1590.79/0                      |
|                     |                  |                      |                   |                                  |
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CHECK ONE (1) APPROPRIATE LINE BELOW:

APPROVAL TO ADVERTISE FOR BIDS.

XXXXX

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

*No longer capable of running court applications - would cost more to upgrade than replace*

APPROVED BY: \_\_\_\_\_

NAME: HOLLY ELOMINA

DATE: \_\_\_\_\_

4/4/05

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Mary Vanden Brook

TECHNICAL SERVICES APPROVAL: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

JIM VAN TASSEL

4/6/05



# MONROE COUNTY INVENTORY DELETION REQUEST

RECEIVED APR 26 2005

TO: DIVINA D. SPEER STOP #8

FROM: Roy Sanchez, Director

PROPERTY CLERK, FINANCE DEPT.

Fleet Management Department

DATE: April 20, 2005

| M.C.<br>I.D.<br>NUMBER | SERIAL<br>NUMBER | ASSET<br>DESCRIPTION      | DATE<br>PURCHASED | ORIGINAL & EST.<br>PRESENT VALUE |
|------------------------|------------------|---------------------------|-------------------|----------------------------------|
| 0901/214               | 776TWW0970       | MARATRAC MOBILE RADIO     | 02/19/97          | 1216.44 / SALV.                  |
| 0901/215               | 776TWY1371       | MARATRAC MOBILE RADIO     | 02/19/97          | 1216.44 / SALV.                  |
| 0902/454               | N/A              | 2000 GAL DIESEL TANK      | 09/30/88          | 1834.25 / SALV.                  |
| 0902/445               | P54370686        | PRESSURE WASHER           | 07/07/87          | 750.00 / SALV.                   |
| 3300/097               | 05522            | BRADY LETTERIZER          | 3/18/92           | 760.00 / SALV.                   |
| 0940/357               | W406F            | SYNAIR TIRE FILLER SYSTEM | 9/30/93           | 5601.19 / SALV.                  |
|                        |                  |                           |                   |                                  |
|                        |                  |                           |                   |                                  |
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CHECK ONE (1) APPROPRIATE LINE BELOW:

XXX APPROVAL TO ADVERTISE FOR BIDS.  
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: \_\_\_\_\_

REASON FOR REQUEST:

ABOVE ITEMS ARE NO LONGER IN USE, HAVE BEEN REPLACED AND ARE BEYOND ECONOMICAL REPAIR.

PREPARED BY: Ron Cherry  
PRINT NAME: Ron Cherry

DATE: 04/20/05

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_

Beth Lett for  
PRINT NAME: Dent Pierce

4/25/05

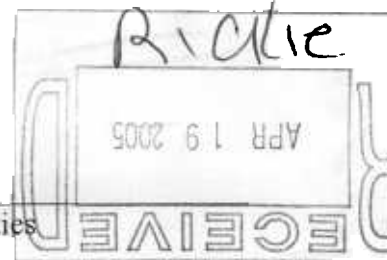
**MONROE COUNTY  
INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM** Gina Carmona  
Detention Facilities

**DATE:** \_\_\_\_\_

RECEIVED APR 19 2005



| M.C.<br>I.D. Number | Serial<br>Number | Asset<br>Description | Date<br>Purchased | Original & Est.<br>Present Value |
|---------------------|------------------|----------------------|-------------------|----------------------------------|
| 0902-563            | na               | Waste Pulping Pulper | 2/1/94            | \$27,735.00/\$0                  |
| 0902-572            | 6759-25          | Waste Pulping Pulper | 2/1/94            | \$27,735.00/\$0                  |
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CHECK ONE (1) APPROPRIATE LINE BELOW.

☒ APPROVAL TO ADVERTISE FOR BIDS.  
☐ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
☐ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Beyond economical repair

APPROVED BY: ROBERT STONE  
PRINT NAME ROBERT STONE

DATE: 4/3/05

DIVISION DIRECTOR APPROVAL: Beth Lett for  
PRINT NAME DENT PIERCE

# MONROE COUNTY

## • INVENTORY DELETION REQUEST

RECEIVED APR 19 2005

TO: DIVINA D. SPEER STOP #8  
PROPERTY CLERK, FINANCE DEPT.

FROM: Bob Schanz, Dir.  
Mid-Keep Operations

DATE: 4/15/05

| M.C.<br>I.D. NUMBER | SERIAL<br>NUMBER | ASSET<br>DESCRIPTION    | DATE<br>PURCHASED | ORIGINAL & EST.<br>PRESENT VALUE |
|---------------------|------------------|-------------------------|-------------------|----------------------------------|
| 7903-<br>997        | F3DCM01          | DELL OPTIPLEX<br>GX 110 | 7/3/01            | 1126<br>000                      |
| 0920-<br>472        | BC7K9            | DELL OPTIPLEX<br>G5     | 9/23/97           | 11802<br>00                      |
|                     |                  |                         |                   |                                  |
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CHECK ONE (1) APPROPRIATE LINE BELOW:

- ☒ APPROVAL TO ADVERTISE FOR BIDS.  
☐ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
☐ APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO:

REASON FOR REQUEST:

Been Replaced with new computers

PREPARED BY: Parker  
 PRINT NAME:

DATE: 4/15/05

Acting DIVISION DIRECTOR APPROVAL:  
Beth Jels  
4/18/05

Robert H. Schanz  
 PRINT NAME:



**MONROE COUNTY  
INVENTORY DELETION REQUEST**

RECEIVED APR 28 2005

**TO:** Divina D. Speer – Stop #8  
Property Clerk, Finance Dept.

**FROM:** Jorge Tomas

**DATE:** \_\_\_\_\_

| M.C.<br>I.D. Number | Serial<br>Number | Asset<br>Description    | Date<br>Purchased | Original & Est.<br>Present Value |
|---------------------|------------------|-------------------------|-------------------|----------------------------------|
| 0940-228*           | na               | Sandblaster             | 5/27/89           | \$1,000.00/\$0                   |
| 0940-337**          | na               | Paint Stripping Machine | 6/24/92           | \$17,500.00/\$0                  |
|                     |                  |                         |                   |                                  |
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CHECK ONE (1) APPROPRIATE LINE BELOW:

☐ APPROVAL TO ADVERTISE FOR BIDS.  
☒ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
☐ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

\* Old – Obsolete – no longer in use

\*\* Used for parts – beyond economical repair

APPROVED BY:   
PRINT NAME: JOE MEDALLION

DATE: 4/26/05

DIVISION DIRECTOR APPROVAL: Beth Letts for  
PRINT NAME: DENT PIERCE

RECEIVED APR 04 2005

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM:** Nancy Dowling  
Code Enforcement

**DATE:** \_\_\_\_\_

| M.C.<br>I.D. Number | Serial<br>Number | Asset<br>Description | Date<br>Purchased | Original & Est.<br>Present Value |
|---------------------|------------------|----------------------|-------------------|----------------------------------|
| 1005-088            | SUSCD063633      | Printer              | 10/29/97          | \$866.37/\$0                     |
| 1005-104            | EY9GF            | Computer             | 6/16/98           | \$1,888.00/\$0                   |
| 1005-147            | 1C165            | Computer             | 8/4/99            | \$1,310.00/\$0                   |
|                     |                  |                      |                   |                                  |
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**CHECK ONE (1) APPROPRIATE LINE BELOW:**

☐ **APPROVAL TO ADVERTISE FOR BIDS.**

☒ **APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.**

☐ **APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_**

**REASON FOR REQUEST:**

Broken- Beyond economical repair

**APPROVED BY:** R. Norman  
**PRINT NAME:** RONDA NORMAN

**DATE:** 4/1/05

**DIVISION DIRECTOR APPROVAL:** Timothy McGarry  
**PRINT NAME:** TIMOTHY MCGARRY

**TECHNICAL SERVICES APPROVAL:** Jim Vantassel  
**PRINT NAME:** JIM VANTASSEL 4/1/05

RECEIVED APR 29 2005

**MONROE COUNTY**  
**"COMPUTER RELATED EQUIPMENT"**  
**INVENTORY DELETION REQUEST**

**TO:** Divina D. Speer - Stop #8  
Property Clerk, Finance Dept.

**FROM:** Jean Brohaugh

**DATE:** \_\_\_\_\_

| M.C.<br>I.D. Number | Serial<br>Number | Asset<br>Description | Date<br>Purchased | Original & Est.<br>Present Value |
|---------------------|------------------|----------------------|-------------------|----------------------------------|
| 1102-184            | VZ8C3            | Laptop Computer      | 11/30/99          | \$2,296.00/\$0                   |
|                     |                  |                      |                   |                                  |
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CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXX APPROVAL TO ADVERTISE FOR BIDS.  
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.  
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: \_\_\_\_\_

REASON FOR REQUEST:

Too costly to upgrade

APPROVED BY: Jean Brohaugh

PRINT NAME:

DATE: 4/26/05

DIVISION DIRECTOR APPROVAL: [Signature]

PRINT NAME:

LINDA STUART

TECHNICAL SERVICES APPROVAL: [Signature]

PRINT NAME:

JIM VAN TASSEL

APR 29 2005

Divina D. Speer – Stop #8  
Property Clerk, Finance Dept.

ED EO Jean Brohaugh

| M.C.<br>I.D. Number | Serial<br>Number | Asset<br>Description | Date<br>Purchased | Original & Est.<br>Present Value |
|---------------------|------------------|----------------------|-------------------|----------------------------------|
| 1104-001            | na               | Lanier Preformatter  | 8/25/97           | \$2,054.50/\$0                   |
|                     |                  |                      |                   |                                  |
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CHECK 1 (1) APPROPRIATE LINE BELOW:

APPROVAL TO ADVERTISE FOR RMC

REASON FOR REQUEST:

Old – Obsolete- No longer in use

APPROVED BY:

PRINT NAME:

*George Verduin*

DATE

4/26/05

DIVISION DIRECTOR APPROVAL:

PRINT NAME

LINDA STUART